

Dr. Matthew Cahn
Chair, Channel Islands National
Marine Sanctuary Advisory Council
c/o Channel Islands National
Marine Sanctuary
113 Harbor Way
Santa Barbara, CA 93109

Dear Dr. Cahn:

I would like to extend an invitation to you to join me in attending the 2005 Annual Advisory Council Chairs and Coordinators Meeting. This year's meeting will be held the week of February 7, 2005 in the San Francisco area co-hosted by the Gulf of the Farallones and Cordell Bank National Marine Sanctuaries.

This is the fifth year the National Marine Sanctuary Program (NMSP) has held this major national meeting. These meetings are a time to bring together our collective wisdom on advisory councils and share lessons learned, and a time for me to seek your expertise on national level issues, based on the intimate knowledge of your site. It is an opportunity for the program to introduce you to significant events and activities we are involved in around the country and beyond our borders. And most importantly, it is a time to celebrate you, our dedicated volunteers, who work so diligently with us to protect our sanctuary resources.

Attached are several documents, for which I would like your comments. When providing comments on these documents or any other information, please provide it to your manager and/or council coordinator who will immediately forward it to Karen Brubeck, our National Advisory Council Coordinator. I recognize that the deadlines indicated may not precisely mesh with every council's needs and meeting schedule. However, these deadlines should allow for sufficient time for review and discussion. If your council is not meeting, it may be necessary to communicate via phone and email to ensure a broad review. [A Timeline for Council Input \(Attached\) is included to help facilitate your planning for the annual meeting and upcoming Council meetings.](#)

Draft Meeting Agenda

The NMSP has worked diligently to constantly improve utility and value of this meeting; this year is no exception. [Please provide any input on our proposed agenda by September 6.](#) There are several items of note within the agenda:

- Chairs do NOT meet at all on Monday, February 7. Chairs meet Tuesday, February 8 – Friday, February 11.
- Several exciting presentations will introduce you to the National Marine Sanctuary Foundation, Northern Management Area Boundary Issue and Process, and the Office of Protected Resources of the National Marine Fisheries Service.
- The evening reception will offer opportunities for mingling with the Gulf of the Farallones, Cordell Bank and Monterey Bay national marine sanctuary advisory council members, as well as our partners in the San Francisco area.
- This is the first year we will change venues mid-week, offering a chance to experience both sanctuary communities and the beautiful Point Reyes National Seashore.
- At your request, we will hold a very informal “Chairs Only” evening session over dinner. This is an opportunity to discuss any procedural, trouble-shooting or other concerns or issues with myself and the other Chairs. [Please bring discussion topics with you.](#)
- At your request, we will hold a Management Plan Review session. The NMSP will provide a brief presentation and lessons learned, but then you will drive the discussion. [Please come prepared with any lessons learned, questions or concerns.](#)
- The advice session is where you discuss national level issues and provide input directly to me. This session is run like a typical Council meeting, open to the public and allowing time for public comment. During the morning session the NMSP will provide several presentations followed by discussion and questions. The afternoon has been reserved for any policy topics identified by individual Councils/Chairs. [Please refer to the Timeline for Council Input \(attached\) for deadlines and details---this is very important if we are to turn around these topics in a timely manner to allow discussion at Council meetings. Please submit your Council's ideas for policy topics and supporting information by September 6.](#) For any actions the Council of Chairs plans to take on any of the agenda items during the advice session, I would urge the Council of Chairs to strive for consensus over a vote, if possible.
- Each day will end with a film or video clip showcasing various aspects of our program. We also allotted extra time to share a couple of the more major pieces from the sites. The agenda is tight, but if your site has a short film/video clip please [bring it to our attention by September 6.](#)
- The Close out Session is an opportunity to provide comments on meeting format, substance, logistics, organization, and the like.

Council of Chairs Charter

Similar to last year, you will be operating under the Council of Chairs Charter (Attached). This is a very important document as it describes how the Council of Chairs operates. [Please review and provide comments by September 6.](#)

Case Study Guidelines

As in past years, each Chair is asked to present a case study highlighting one major issue or project faced by the Council during the prior year. Please refer to the Case Study Guidelines (Attached) for more details. [A 1-2 page summary of the case study is due by January 14 \(see Timeline for details\).](#)

Future Information

Please expect the final agenda and signed Charter by late October. You should receive meeting and travel logistics by early December.

Please share this information with your entire Council and include pertinent items on your meeting agendas. The goal is to allow your Council opportunity to discuss, deliberate, and prepare for the annual meeting. The NMSP is evolving as a national leader in marine conservation and management; you are an important, in fact critical partner in this journey.

I look forward to seeing you in San Francisco!

Sincerely,

Daniel J. Basta
Director
National Marine Sanctuary Program

Attachments:

Draft Fifth Annual Advisory Council Chairs and Coordinators Meeting Agenda
Timeline for Council Input
Council of Chairs Charter
Case Study Guidelines

cc: Sanctuary Managers
Advisory Council Coordinators